

Account Administration Set Up

How to **Set Up** an Account Hierarchy in the SAP Business Network



If you see this light bulb, it is a note or additional reminder.

“I have a complex organisation structure, so I set up a business hierarchy in the SAP Business Network to support the parent-child account relationship I have established”

Version Number

1.0

[Click here for further context on the Account Administration Set Process](#)



Set Up an Account Hierarchy (1/2)

1. From the SAP Business Network Home Page navigate to your *supplier initials*
2. Click **Settings**
3. Click **Account Hierarchy**
4. Click **Link Accounts**
5. Fill out the **Username** and **Password** fields with your credentials
6. Click **Request link with other accounts**



Note: Step 6 is only required for those who are not the SBN Account Administrator. If you are the Account Administrator, click **Link Accounts** as indicated on step 5 and the *Link Accounts* screen will be displayed

Set Up an Account Hierarchy (2/2)

5. Click **Recommended Accounts**
6. Click **Review Profile** on the relevant account
7. Select **Link as My Child** or **Link as My Parent** depending on which applies

SAP Business Network

Request for Account Linkage

Click **Review Profile** for the company you want to link accounts with in the list below. Ariba displays available account linking options on the Link Accounts page. Your available account linking options depend on whether your account, and the account you want to link with, are already part of an existing account hierarchy. Depending on your available account linking options, you can click **Link as My Child** on the Link Accounts page to send a request to become the parent account, or click **Link as My Parent** on the Link Accounts page to request that your account is added as a child account.

Search Accounts: **Recommended Accounts**

Based on the business information you entered your company may have an existing account on Ariba. The companies listed below have already registered on Ariba:

Matching Companies

Supplier 1	State, Country	DUNS Number	Network ID	Action
[Redacted]	São Paulo , Brazil	[Redacted]	[Redacted]	Review Profile
[Redacted]	Rio de Janeiro , Brazil	[Redacted]	[Redacted]	Review Profile

SAP Business Network

Link Accounts

Review the company profile and verify the correct account you want to link with, creating a parent-child account hierarchy.
Last Updated: 2 Jun 2022

Overall: ★★★★★
Communication: ★★★★★
Credibility: ★★★★★
Reliability: ★★★★★
Quality: ★★★★★

Basic Information | References (0) | Activity Data

Year Founded: Not Specified
Employees: Not Specified
Revenue: Not Specified
Stock Ticker: Not Specified
Legal Name: Not Specified
Type of Organization:
State of Incorporation: Not Specified

Link as My Child | Link as My Parent | Cancel

Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.